

Goffstown Public Library Board of Trustees
Minutes
April 21, 2021 Goffstown Remote Meeting via Microsoft Teams

1. Call to Order at 6:30pm -Silence Phones

Members present: Aimee Huntemann (Chair), Samantha Homan (Vice Chair), Diane Hebert, Kathy Coughlin, Don Descoteaux, Marc Van De Water, Kathy Holt

Also present: Dianne Hathaway (Library Director, other people present),

Chet Bowen (Select Board Representative, left at 7:30pm), Myriam Resnick (Minute Taker)

2. Public Comment/Guest Speakers/Correspondence

- Prior to Roll Call Chair Aimee Huntemann read the following Right-to-Know Law Remote Meeting checklist:

Town of Goffstown
Right-to-Know Law Meeting Checklist

As Chair of the Library Board of Trustees, due to the COVID-19 Outbreak and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;

The Library Board of Trustees is utilizing a telephone conference line for this electronic meeting. The public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following telephone number 1-408-418-9388 and using the access code: 132 230 2945, following any other instructions.

b) Providing public notice of the necessary information for accessing the meeting;

The Library previously gave notice to the public of how to access the meeting using the available telephone number with the posted agenda.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;

If anybody has a problem with telephone access, please call (603) 497-2102.

d) Adjourning the meeting if the public is unable to access the meeting.

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote. Let's start the meeting by taking a Roll Call attendance. When each member states their presence,

also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

3. Chairperson's Report

- Jim Craig is the new library representative to the Select Board.
- The Library Beautification Day with the Friends is set for Saturday, May 15th 9am-11am.
- Dianne Hathaway spoke with the Town Administrator and confirmed that committees can vote to approve minutes with new members abstaining, that is a valid vote to approve.
- Signup for the NHLTA conference (May 12 & 13, 2021) is April 28, 2021. Please let Dianne Hathaway know by tonight, April 21, 2021 if you would like to attend and which classes you are interested in.

4. Acceptance of Minutes

- Minutes for 3/17/2021. Correction on Marc Van De Water's name under 9b; date on top corrected to March 17, 2021; warrant article target year corrected to March 2022 on page 3.
Motion to accept minutes as amended by Kathy Coughlin,
Seconded by Samantha Homan.
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Diane Hebert – Yes,
Kathy Coughlin – Yes, Don Descoteaux – Yes, Marc Van De Water – Abstain,
Kathy Holt – Yes.
Aye: 6, Nay: 0, Abstain: 1.

5. Acceptance of Donations

- Acceptance of a \$30.00 gift from Jacqueline Gagnon, restricted to children's programs.
- Acceptance of miscellaneous cash donations totaling \$20.00, no restrictions.
- Motion to accept donations by Samantha Homan, Seconded by Marc Van De Water.
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Diane Hebert – Yes,
Kathy Coughlin – Yes, Don Descoteaux – Yes, Marc Van De Water – Yes, Kathy Holt – Yes.
Aye: 7, Nay: 0, Abstain: 0.

6. Financial Report: Monthly Manifest, Bank Statements, Treasurer's Report and Signatures

- Aimee Huntemann signed an employee change of status form for a staff resignation.
- Aimee Huntemann signed a check to Ingram for \$10.55 from the McKinnon restricted fund.
- Aimee Huntemann signed an employee change of status form for a new hire in circulation.
- Aimee Huntemann signed a check to Park Street Foundation for \$1,842.49, partial payment for annual NH downloadables from old, restricted fund.
- Aimee Huntemann signed a check to Citizens Bank for \$1,059.56 for chromebooks for coding programs and staff use, from old, restricted fund.
- Aimee Huntemann signed a check to Ingram for \$13.73 from McKinnon restricted fund.

- Aimee Huntemann signed a check to SEBCO Books for \$49.10 from McKinnon restricted fund.
- The spreadsheets for December and January contained a calculation error. This was corrected.
- On the financial report it appears as if the warrant article money was mostly spent at this point. That is because it is listed as a liability. The money is allotted to this specific purpose and cannot be redirected for anything else. In the books it has to be locked in as already spent.

7. Other Reports

a. Library Director's Report

- Nothing was reported.

b. Administration and Finance Committee Report

- A&F voted to elect Kathy Coughlin as Chair of the committee.
- A&F worked on Fundraising Consultant RFP.
- A&F discussed plans for CIP presentation.
- A&F voted to recommend a Fundraising Consultant RFP to LBOT for approval.
- A&F needs LBOT to discuss and plan for interviews for various proposals, in new business.

c. Buildings and Facilities Committee Report

- Samantha Homan will continue as committee Chair.
- The elevator passed inspection on April 1, 2021.
- Radiant flooring repair and pest treatment are upcoming.
- B&F voted to recommend Draft RFP for Geotechnical scope of work to LBOT for approval.

d. Human Resources Committee Report

- HR has not met yet and will elect a Chair at their next meeting.
- HR discussed security of Library Director Evaluation, may use Forms in Microsoft Teams.
- Tool and Process for Library Director self-evaluation will have some changes for 2022.
- The LBOT self-evaluation was sent to LBOT for review, discussion in new business.
- A Survey of Employee Benefits draft sent to LBOT for consideration, discussion in new business.

e. Friends of the Library Update

- The Beautification Day is scheduled for Saturday, May 15th, 9 am-11 am.
- The Friends addressed supporting the Library with tents for summer programming.
- The Friends will order more canvas bags for sale at Library.
- Tabled book sale until April 28, additional meeting planned for the 28th.

f. Foundation

- The Foundation discussed grant opportunities and are watching various grants to be ready for upcoming deadlines.

8. Report on Meetings of Note: Kathy Holt (Next Month: Samantha Homan) – was emailed out and briefly discussed.

- March 22nd Select Board meeting
 - Town discussed a “Small Project Vendor Selection Process” - for jobs that don’t require a bid, but when using the same vendor multiple times may be a service for a longer period than anticipated and over the Town’s limit of \$3,000.
 - I don’t believe this affects anything we do at the library, but worth noting.
 - Town regarding their Employee Personnel Plan and Policies, the Town sent out non-union employee survey on March 18th, with a due date of April 20th.
 - HR has submitted a draft for LBOT review tonight.
- April 12th Select Board meeting
 - Select Board member Jim Craig has been assigned to the Library Trustees for 2021. Will be at 4/21/21 meeting.
 - Exit interview Process for Town – Town Administrator proposed an Exit Interview Process and Product.
 - I have a copy for HR Committee review and have the Select Board's minutes from their discussion.
- April 7th meeting of the Economic Development Council
 - Lots of discussion around businesses in Pinardville wanting to address a variety of issues, including condition of Mast Road, Pinardville is not as attractive, people see “Goffstown” as the village and not including Pinardville.
- Derek Horne also stated in response to my email requesting a copy of the Exit Interview form: “Town Hall and the Town Clerk are looking to submit all committee re-appointments at an upcoming May Select Board meeting. If there are any Trustees that need to be reappointed, the Select Board would consider their volunteer application and any recommendation from the Trustees”.

9. Old Business

a. COVID-19 Procedures Update

- Despite the governor’s lift on the statewide mask mandate the library still requires masks to be worn.

b. LBOT self-evaluation

- Kathy Holt emailed out a summary.
- HR discussed the self-evaluation results and procedure.
- It is important to make sure everybody feels comfortable expressing their opinions openly.
- The Board needs to receive information in a timely manner.
- Onboarding needs to be a conscious effort to ensure all new Trustees understand existing procedures and policies, why they are important and what caused their creation.

- A buddy system for new Trustees could aid in a smoother onboarding process.
- Some of the information on the agenda does not need to be read aloud to leave more time for discussion of important issues.
- Strategic planning needs to be improved. In 2019 the Trustees met twice for strategic planning sessions facilitated by Kelly Boyer. Chet Bowen offered to facilitate strategic planning meetings going forward.
- Through strategic planning the Board intends to create better continuity during change over in Board and committees as well as easier ways to retrace previous actions like whether a previously hired contractor did satisfactory work or not.
- Another goal is to separate what is the responsibility of Dianne Hathaway and the library staff and what is the responsibility of the Board of Trustees.
- Kathy Coughlin will forward the minutes for the previous strategic planning sessions to the new Trustees.
- Motion for the board to establish two goals for 2021 and 2022, between April 21, 2021 and March 2022, that include strategic planning and a written onboarding process by Kathy Holt, Seconded by Don Descoteaux.
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Diane Hebert – Yes, Don Descoteaux – Yes, Marc Van De Water – Yes, Kathy Coughlin – Yes, Kathy Holt – Yes.
Aye: 7, Nay: 0, Abstain: 0.

10. New Business

a. **Vote on Summer Aide hiring/job description, Dianne would like to advertise by May 1st.**

- The Circulation Desk is listed as a duty to assist with coverage as needed.
- The Youth Services duties are listed as under the direction of the Head of Youth Services. In the duties and responsibilities section the mention of being under supervision of Youth Services is taken out.
- This position is temporary and usually filled by one of the graduating pages but this year none of them are staying on.
- Motion to accept the job description as amended by Diane Hebert, Seconded by Kathy Coughlin.
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Diane Hebert – Yes, Kathy Coughlin – Yes, Don Descoteaux – Yes, Marc Van De Water – Yes, Kathy Holt – Yes.
Aye: 7, Nay: 0, Abstain: 0.

b. **Discussion and vote on allowing HR to approve hiring recommendation for Children's Services or holding a special meeting.**

- Motion to give HR authority to accept Dianne Hathaway's hiring recommendation on the Board's behalf by Kathy Coughlin, Seconded by Marc Van De Water.
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Diane Hebert – Yes, Kathy Coughlin – Yes, Don Descoteaux – Yes, Marc Van De Water – Yes, Kathy Holt – Yes.
Aye: 7, Nay: 0, Abstain: 0.

c. Fundraising RFP discussion and planning for interviews.

- A&F has a list of 8-10 places to send this to. It will also be advertised and publicly posted. A Public Notice will be printed.
- Aimee Huntemann and the Trustee email address will be added as contact for any potential questions.
- The deadline for proposals is set to May 11, 2021 at 12:00pm. On that day A&F meets and will review proposals to create a shortlist.
- Interviews with the three final candidates will be conducted by A&F but are open to all Trustees. Foundation members will be invited to participate as well. Interviews are to be concluded by May 25, 2021 for approval by the Board of Trustees on May 26, 2021.
- The interviews will be posted as a non-public special Board meeting.
- All Board members are asked to submit questions for the interviews.
- Decision will be announced, and all paperwork signed by June 2, 2021.
- Work will start after completion of all paperwork.
- Kathy Coughlin will email the foundation about the hiring procedure and timeline. She will also send out a Doodle request to determine potential dates and times to conduct the interviews.
- Motion to permit A&F to shorten the proposals to a 2-3 candidate shortlist and conduct interviews by Kathy Holt, Seconded by Kathy Coughlin.
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Marc Van De Water – Yes, Kathy Holt – Yes, Kathy Coughlin – Yes, Diane Hebert – Yes, Don Descoteaux – Yes.
Aye: 7, Nay: 0, Abstain: 0.
- Motion to approve RfP as amended by Kathy Coughlin, Seconded by Marc Van De Water.
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Don Descoteaux – Yes, Marc Van De Water – Yes, Kathy Holt – Yes, Kathy Coughlin – Yes, Diane Hebert – Yes.
Aye: 7, Nay: 0, Abstain: 0.

d. Employee Benefits Survey discussion, vote and plan.

- The town is conducting an employee benefits survey. HR discussed conducting a similar survey with the library staff.
- The information from such a survey would be useful in updating the personnel manual, especially in response to any changes the town makes to theirs.
- The survey the town sent out could be adapted to suit the library's need.
- The staff will be informed that the survey is for information gathering only and any potential changes would have to be discussed by the Board of Trustees.
- The library staff policies differ from the town's staff policies in the fact that the library doesn't allow for leave rollover. Neither town nor library allow cash out on unused leave.
- HR will continue preparing the survey and bring it back to the Board for a vote.

e. RFPs for Geotechnical and Survey work vote and planning for interviews.

- Survey RfP
 - This survey is to determine the boundaries and topography of the site.
 - This RfP will be sent to the company that did previous surveys to update their existing work as well as publicly posted.
 - The deadline for proposals is set to May 11, 2021 at 12:00pm.
 - Proposals will be reviewed on May 11, 2021 by A&F.
 - Decision will be announced, and all paperwork signed by June 2,2021.
 - Work will start after completion of all paperwork.
 - Motion to accept RfP for surveying as amended by Kathy Coughlin, Seconded by Samantha Homan.
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Don Descoteaux – Yes, Diane Hebert – Yes, Kathy Coughlin – Yes, Marc Van De Water – Yes, Kathy Holt – Yes.
Aye: 7, Nay: 0, Abstain: 0.
- Geotechnical RfP
 - The town has recently conducted a hazard review and the library was listed as being in a potential flooding area. Flood risk assessment if applicable will be added to the RfP.
 - The RfP was reviewed by the DPW director.
 - The deadline for proposals is set to May 11, 2021 at 12:00pm.
 - Proposals will be reviewed on May 11, 2021.
 - Interviews will be conducted by May 25, 2021.
 - References will be checked by June 2, 2021.
 - Decision will be announced, and all paperwork signed by June 2,2021.
 - Work will start after completion of all paperwork.
 - Motion to accept RfP for surveying as amended by Kathy Coughlin, Seconded by Kathy Holt.
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Marc Van De Water – Yes, Diane Hebert – Yes, Kathy Coughlin – Yes, Don Descoteaux – Yes, Kathy Holt – Yes.
Aye: 7, Nay: 0, Abstain: 0.
 - Motion to permit A&F to shorten the proposals to a 2-3 candidate shortlist and conduct interviews for both the survey and geotechnical work by Diane Hebert, Seconded by Samantha Homan.
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Marc Van De Water – Yes, Diane Hebert – Yes, Kathy Coughlin – Yes, Don Descoteaux – Yes, Kathy Holt – Yes.
Aye: 7, Nay: 0, Abstain: 0.

f. CIP discussion and plans, vote on moving the timetable out.

- CIP meets in June. Presentations will start June 3, 2021.
- Due to the inability of getting all numbers ready for CIP it is suggested to push back the timetable to 2023.
- This will give the Board, the Foundation, and the committees time to get more detailed numbers and information for CIP in 2022.
- Motion for A&F to submit an updated report to CIP with a target of a 2023 bond and building proposal by Kathy Holt, Seconded by Marc Van De Water.
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes,
Marc Van De Water – Yes, Diane Hebert – Yes, Kathy Coughlin – Yes,
Don Descoteaux – Yes, Kathy Holt – Yes.
Aye: 7, Nay: 0, Abstain: 0.

g. Items for Monthly Executive Report.

- Acceptance of donations
- Board discussed results of their annual self-evaluation.
- Board discussed strategic planning and goal development.
- Job description for the summer aide was approved.
- Board reviewed and approved RfPs for Fundraising, Survey and Geotechnical Work.
- Board discussed the value of an Employee Benefits Survey as presented by HR.

11. 'Parking Lot' – on agenda, not discussed

- Statistics Breakdown
- Alternate Recruitment
- Work on Strategic Planning to resume in June 2021.
- LBOT will review authority granted to Library Director for state of emergency at LBOT meeting on September 15, 2021.

12. Non-Public Session per RSA 91-A:3, II (a) was not held.

13. Adjournment at 8:34pm.

I certify that these minutes reflect the contents of this meeting to the best of my abilities.



(Myriam Resnick, Minute Taker)

Action Items

- Signup for the NHLTA conference (May 12 & 13, 2021) is April 28, 2021. Please let Dianne Hathaway know by tonight, April 21, 2021 if you would like to attend and which classes you are interested in.
- All Board members are asked to submit questions for the interviews for all RfPs.
- Kathy Coughlin will email the foundation about the hiring procedure and timeline. She will also send out a Doodle request to determine potential dates and times to conduct the interviews.